



## Planning and Zoning Manager

City of Miami Gardens, FL. (109,700)

Posted Date: 2/01/2013

Deadline: 2/15/2013, or until filled.

Starting Salary: \$63,143 min. to \$78,929 mid. /DOQ

### **Nature of Work:**

This is highly responsible administrative, professional work of considerable difficulty in the Building and Development Services Department administering, managing and implementation, interpretation and maintenance of the zoning code and planning functions. The incumbent will be designated as the City's Zoning Administrator.

Under general direction from the Department Director, manages, coordinates and directs the City's major planning efforts, from current planning to long-range projects; maintains and updates the City's Comprehensive Plan and Zoning Code; assists the department Director in organizing, integrating and administering the department's operations and service delivery; supervises professional and technical departmental staff; and performs related work as assigned.

An employee in this class is responsible for the implementation of land development regulations relating to zoning, landscape and signage; interpretations of, and regulations for, changes in legal provisions governing land development regulations. The work requires considerable initiative and independent judgment to ensure that all planning and zoning activities are in compliance with City ordinances, the Miami Gardens' Comprehensive Plan, the Miami-Dade County Land Use Plan, South Florida Regional Planning Council policies, and state and federal legislation. The Manager will also be responsible for initiating, coordinating, strategizing and/or implementing neighborhood plans as necessary.

This employee performs highly complex assignments that involve professional and responsible administrative and supervisory skills in conducting special projects or programs, as directed by the City Commission, the City Manager or Department Director. Work involves contact with government officials, attorneys, public and private agencies, the development community, citizens, citizen groups and other City departments. Work is evaluated through conferences, review of reports, observations and the success of the program.

### **Minimum Requirements:**

Have graduated from an accredited college or university with a Master's Degree in urban and regional planning, architecture, business or public administration or other closely related field. At least six (6) years of progressively responsible experience in urban planning and zoning, three (3) years of which were at a supervisory level. Certification by the American Institute of Certified Planners (AICP) is preferred. Must obtain NIMS 100, 200, 700 and 800 within twelve (12) months of employment, and NIMS 300 and 400 within twelve (18) months of employment. Must possess and maintain a valid driver's license and satisfactory driving history throughout employment.

Please send Resume & Official City Application Form to:

**Human Resources Department, City of Miami Gardens**

**1515 NW 167th Street; Bldg. 5 - Suite 200**

**Miami Gardens, FL 33169**

**Fax: (305) 622- 8265**

**[www.miamigardens-fl.gov](http://www.miamigardens-fl.gov)**

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